



PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Camp Rilea (Warrenton, OR)*



NOTICE OF VACANCY

1. <u>Announcement Number</u> MP-09-0029-DG	2. <u>Title, Series, Grade, Salary</u> Teller (Agent Cashier) (9387A) GS-530-5 \$31,181 to \$40,185 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> 8am – 4:30pm M-F	4. <u>Duty Station</u> Accounting Section, Fiscal Service, Portland Division
5. <u>Type & Number of Vacancies</u> Permanent 1 Full-time position(s)	6. <u>Contact</u> Human Resources Assistant 503-273-5236	7. <u>Opening Date</u> 10/25/08	8. <u>Closing Date</u> 11/17/08

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.

MAJOR DUTIES:

Personally and financially responsible for funds advanced by the Director, Disbursing Center, Treasury Department, Austin, Texas and must account to him for this advance at least monthly. Subject to unannounced audits at least once every 90 days. The Agent Cashier is responsible for proper security of the Cashier's office and all cash items prior to reimbursement/deposit by insuring the safes and Cashier's Office are not accessible at any time to unauthorized personnel. Good cash handling procedures will be practiced at all times. Pays in cash certain designated classes of vouchers. When making payment on vouchers, must determine payment has been authorized and that sufficient cash is on hand to make payment, must obtain certification from an authorized Certifying Officer, and must secure proper identification and signature of payee. Receives and maintains prescribed cash operating advance from the Disbursing Officer, Treasury Department. Cashes certain checks and other negotiable instruments for patients. Receipts, examines and properly accounts for all types of collections. Receives and prepares Certificate of Deposit for deposit with the Federal Reserve Bank. Designated as agent to receive and distribute salary checks for employees. Insures employees clearing the Cashier's Office, at the time of separation, have cleared all Departments/Staff Offices; completes the necessary forms for mailing employees last check; contacts VA Regional Office to determine if veteran employees are indebted to the VA; advises employees of any indebtedness; requests payment of indebtedness; advises employees on what action will be taken by the VA, if debts are not paid; and advises employees of options available regarding payment of federal tax on lump sum annual leave payments. Maintains and accounts for the supply of official pre-numbered field service receipts. Schedules and makes ward payments or collects funds to deposit for safekeeping from patients confined to the wards as required.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-530 series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

Specialized Experience: One (1) year of specialized experience equivalent to the next lower grade (GS-4). Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

Substitution of Education for Experience: **GS-5:** 4 years of successfully completed education above the high school in any field for which high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable. This must have been obtained in an accredited business, secretarial, or technical school, junior college, or university.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:

1. Knowledge of Federal and Department of Treasury cashier's policies, procedures and regulations.
2. Knowledge of documents to process receipt and disbursements of negotiable instruments.
3. Ability to communicate orally with a wide variety of individuals.
4. Ability to prioritize workload.

CONDITIONS OF EMPLOYMENT:

- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- Employee selected must serve a one (1) year probationary period for managers/supervisors as contained in 5 USC 315, unless she/he has already served the required supervisory period.
- Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

Portland VAMC Permanent Employees must submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 11/24/08)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 11/24/08)
4. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF
5. KSA's for rating factors.

All application packets must be received in Human Resources by Close of Business (COB) on 11/17/08 (except as noted above). Application forms may be obtained in Human Resources Office or on our internal website.

<http://vaww.portland.med.va.gov/Departments/CFO/HR/>

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: MP-09-0029-DG

PO Box 1034

Portland, OR 97207

Or brought in person to:

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**

